



State of New Jersey
DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
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TO: State Health Benefits Program (SHBP) Participants
FROM: Nancy Ronaghan, Supervisor, Fiscal Resources
Health Benefits Financial Section, Division of Pensions and Benefits
SUBJECT: **Changes to Your SHBP Monthly Billing Statement.**

This notice describes two important changes to your SHBP Monthly Billing Statement.
Please read this information before remitting your next SHBP payment.

The SHPB billing process has been revised in two areas which appear on your current statement.

YOUR ID NUMBER

The five digit alpha-numeric identification number has been replaced with a new hyphenated 12 digit identification number. Please refer to the samples shown below.

Old ID #: 5555A

New ID#: 123456789-1-0-3.

To ensure accurate posting to your SHBP account, please include the new 12 digit identification number on your payment and include the *Payment Due Statement* that is detachable from the bill.

If you use an online banking service or the *Payment Due Statement* cannot be sent with your payment, please make certain that your 12 digit identification number is included with your payment. Without the identification number, posting of the payment to your account will be delayed a minimum of three or four days.

NEW MAILING ADDRESS

The mailing address for your health benefits payment has been changed. The new address is State of NJ Health Benefits Program, PO Box 653, Trenton, NJ 08646-0653, and is pre-printed on the *Payment Due Statement*. This address is only for the payment of SHBP premiums. Do not send other types of correspondence to the SHBP payment address.

If you have any questions regarding these changes or need further assistance, please contact the Division's Office of Client Services at: (609) 292-7524, or by e-mail at: pensions.nj@treas.state.nj.us.